

Amesbury Elementary School Building Committee (AESBC)

Meeting Minutes

Date: March 25, 2021

Location: Virtual Meeting

Time: 6:00 PM

Next Meeting: April 22, 2021 at 6:00PM

Attendees:

Name	Present	Name	Present
<u>SBC – Voting Members</u>		<u>SBC – Non Voting Members</u>	
Kassandra Gove, Mayor/Chair	✓	Christine Chabot	
Paul Fahey, Chief of Staff	✓	Lauri McAllister	
Peter Hoyt, School Committee	✓	Bruce McBrien	
Matt Bennett, Facilities Director	✓		
Angel Wills, CFO	✓	<u>NV5 (OPM)</u>	
Shannon Nolan, AES Principal	✓	Tim Dorman	✓
Lynn Catarius, Director, Student Services	✓	Tom Murphy	
Nick Wheeler, City Council	✓	<u>DiNisco Design (Architect)</u>	
Joseph Spencer	✓	Donna DiNisco	
Joan Liporto, Director of Finance & Ops		Vivian Low	✓
Elizabeth McAndrews, Superintendent	✓	Caulen Finch	
		Jim Shuttleworth	✓

1. Call to Order

- Kassandra Gove, Mayor of Amesbury, called the Amesbury Elementary School Building Committee (AESBC) Meeting to order at 6:03 PM.
- Mayor Gove provided a statement regarding the 'Executive Order Suspending Certain Provisions of the Open Meeting Law G.L. c.30A, §20' signed on March 12, 2020 which allows for the meeting to be held online and broadcast by ACTV Channel 12. Public comments can be made by email to Mayor Gove or through the ACTV Facebook live stream.
- NV5 took roll call for attendance.

2. Public Comments

- No comments were submitted in advance of the meeting or via the Facebook live stream.

3. Approval of Meeting Minutes

- NV5 distributed the AESBC Meeting Minutes from the prior meeting held on February 25, 2021 as part of the meeting packet.

- **Vote:** Motion by Peter Hoyt to approve the February 25, 2021 AESBC Meeting Minutes. The motion was seconded by Joe Spencer. It was noted that under Item 7, in the second to last bullet, the word “aware” should be correct to be “award” and the next bullet should be deleted. Following a roll call vote, the motion passed unanimously as amended.

4. Approval of Invoices

- The following invoices were submitted for approval:

Vendor	Invoice #		Invoice \$
DiNisco Design	9424	\$	5,027.00
DiNisco Design	9425	\$	2,002.00
DiNisco Design	9442	\$	1,023.00
DiNisco Design	9426	\$	3,712.50
DiNisco Design	9427	\$	3,663.00
DiNisco Design	9428	\$	10,849.03
VHB	0332049	\$	3,495.93
Robert E. Puff	2020-120-05	\$	682.50
BSC Group	9142772	\$	684.00
BSC Group	9142485	\$	874.00
BSC Group	9142014	\$	2,014.00
BSC Group	9141738	\$	845.00
BSC Group	9141344	\$	570.00
BSC Group	9143073	\$	570.00
RSV Associates	2021-01	\$	1,750.00
Projectdog, Inc.	17996	\$	1,050.00
Total Warrant:		\$	38,811.96

- **Vote:** Motion made by Paul Fahey to approve the warrant totaling \$38,811.96. The motion was seconded by Nick Wheeler and following a roll call vote, passed unanimously.

5. Update on Design, Permitting and Schedule

- An update on the permitting process was provided, which is summarized as follows:
 - The Conservation Commission closed the Notice of Intent Public Hearing and voted to approve the Order of Conditions at the March 1st meeting.



OFFICES NATIONWIDE

PROGRAM MANAGEMENT • CONSTRUCTION QUALITY ASSURANCE • INFRASTRUCTURE • ENERGY • ENVIRONMENTAL

- The Order of Conditions was finalized and signed by the Commission and issued to bidders as part of addendum no. 1.
- Schedule update was provided by NV5, summarized as follows:
 - The bid documents were issued on March 10th and the bidding phase is underway.
 - The Filed Sub-bid date was extended to April 2, 2021.
 - The General Bid date is currently held at April 14, 2021.
 - The intent is to have General Bid results and vote to award the contact at the April AESBC meeting.
- An update on design was provided, which is summarized as follows:
 - A working group meeting, including the City's IT Director will be scheduled in the upcoming weeks.
 - FFE will start to advance in the fall and furniture samples will be delivered to one of the existing school so they can be tested out.
 - Nick Wheeler thanked the team for a productive meeting to review his comments on the plumbing plans.

6. Proposed Next Meeting Date

- The next meeting of the AESBC will be on April 22, 2021, provided the bid date is not extended as the intent is to review the bid results and vote to award a contract.

7. Other Business

- Mayor Gove noted that a neighborhood meeting was held on March 3rd and a lot of information was presented. The frequency of meetings is still being confirmed, but it is anticipated that the next meeting will be after the 1st week of June, which will allow the GC to provide input.

8. Adjournment

- **Vote:** Motion made by Paul Fahey to adjourn the meeting at 6:25 PM. The motion was seconded by Nick Wheeler. Following a role call vote, the motion passed unanimously.

○ -End of Minutes-

These meeting minutes were prepared by NV5. Please notify NV5 within 48 hours of receipt of this document regarding any required corrections or clarifications.



OFFICES NATIONWIDE

PROGRAM MANAGEMENT • CONSTRUCTION QUALITY ASSURANCE • INFRASTRUCTURE • ENERGY • ENVIRONMENTAL